



12250

MAY 7 1997

From: Commandant
To: Commander, Coast Guard Personnel Command

Subj: DELEGATIONS OF AUTHORITY FOR CIVILIAN PERSONNEL MANAGEMENT

Ref: (a) COMDTINST 12250.11

1. The limits of your authority for management of civilian personnel paid from appropriated funds are defined in enclosure (1). This replaces the general system of delegation established under the reference (a) series of directives, which will be abolished.
2. The authorities inherent in enclosure (1) are consistent with departmental delegations and Coast Guard organizational and functional statements. As Commander, Coast Guard Personnel Command (CGPC), you may re-delegate to the Chief, Civilian Personnel Management Division (CGPC-cpm), or any of the Division's staff, personnel management authorities not reserved by enclosure (1).
3. You have the authority to select and appoint the Personnel Officer of the Civilian Personnel Management Division. To ensure the technical qualifications of all candidates for the position of Chief, CGPC-cpm are properly evaluated, and to protect your staff from unwarranted perceptions of improper influence, Commandant (G-WPC) will be responsible for the recruitment process (classifying the position, developing the vacancy announcement requirements, rating and referring applicants) and may participate in the interviewing for the position.
4. The Chief, Office of Civilian Personnel serves as the program manager for the Civilian Personnel Management Division within the Coast Guard Personnel Command (CGPC-cpm). This includes **planning**, **budgeting** for resources, establishing goals, objectives, content, policies, standards, **measures** of effectiveness, and evaluation of mission performance.
5. An effective human resources program is ultimately the responsibility of management. The role of the Chief, Civilian Personnel Management Division is to serve as an advisor to commands, assisting them in maximizing the effectiveness of the Coast Guard's most valuable resource - its people. This team effort should be developed to ensure all options are considered throughout the planning and implementation stages of all personnel related matters.
6. Unless otherwise stated, all personnel actions requiring the approval of Commandant (G-WP) or higher within the Coast Guard, or the Office of the Secretary, the Office of Personnel Management (OPM), or higher authority require G-WPC review and coordination. Actions

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identified by enclosure (1) must be submitted to G-WPC to coordinate approval, with final authority as identified by parenthetical remarks.

7. A number of authorities no longer require G-WPC review. You may now:

a. Issue salary schedules for Academy faculty, lighthouse keepers, lamplighters, lithographers, apprentices, and crews of vessels based on implementing guidance furnished by G-WPC.

b. Effect Lighthouse Service retirements.

c. Employ experts and consultants as provided by 5 U. S. C. 3109.

d. Approve travel to first post of duty.

8. Your exercise of the following actions, while not requiring G-WPC review, requires coordination with designated approving officials:

a. Coordinate with OST in classifying or filling a position in the Senior Executive Service (SES) or other positions above the GS-15 level; detailing an employee at these levels, or granting pay rates, or pay raises to these employees.

b. Coordinate with OST in effecting the reemployment of an annuitant above grade GS/GM-15 or in the SES.

c. Coordinate with G-WKS-5 to obtain the approval of the Secretary before separating an employee for security reasons under the provisions of E. O. 10450.

d. Coordinate the filling of sensitive positions and positions of public trust working directly with the Security Policy and Management Division (G-WKS-5).

e. Coordinate with G-L to obtain approval of the General Counsel to appoint beyond one year an attorney to a position GS-9 and above, or to promote attorneys at GS-9 and above.

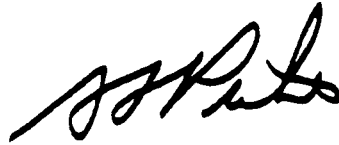
f. **Coordinate with and obtain approval of the AC&I billet/position manager to create, abolish, fill, or upgrade permanent AC&I funded positions.**

9. Because of the sensitivity of SES-level actions and actions requiring approval of the Secretary, your staff shall keep G-WPC informed of actions in progress under 8.a.-c.

10. All officials exercising delegated authority and their superiors in the chain of command are responsible for effecting all personnel actions in conformance with applicable laws and executive orders, regulations, OPM issuances, and Coast Guard and Departmental guidance and directives.

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11. All actions taken under this delegation are subject to review for consistency with published OPM standards and other authoritative publications issued by OPM, the Secretary, and the Commandant. When necessary, Commandant (G-WP) may temporarily suspend, restrict, or otherwise modify or revoke any or all of the authorities.



G. G. PICHE
Director of Personnel Management

Encl: (1) Reservations of Authority

RESERVATIONS OF AUTHORITY

- l. Personnel authorities delegated to the Commander, Coast Guard Personnel Command do not extend to actions listed below which must be submitted to G-WPC to coordinate approval, with final authority identified in parenthetical remarks:
 - a. Establish and fill positions in the excepted service under Schedule C. (Requires OPM and White House approval.)
 - b. Assign Schedule C excepted employees to competitive positions. (Requires OST and OPM approval.)
 - c. Waive time-in-grade requirements set in 5 CFR Part 300, Subpart F. (Requires G-WP approval.)
 - d. Appoint specially qualified scientific and professional personnel authorized by 5 U. S. C. 3325 and Section 6 (a)(5) of the DOT Act, 49 U. S. C. 1655(a)(5). (Requires OST and OPM approval.)
 - e. Effect agreements under the Intergovernmental Personnel Act. (Requires G-WPC approval.)
 - f. Approve the classification of GS-14 or higher grade positions in the civilian personnel management program. (Requires G-WPC approval.)
 - g. Approve incentive awards in excess of authorized delegated amounts established by COMDTINST M12451.1 (series). (Approval as indicated by directive.)
 - h. Approve retirement coverage for new firefighter and criminal investigator positions. In addition, approve continued employment of a firefighter or criminal investigator beyond the mandatory retirement age (requires OST approval); and approve exceptions to the maximum entry age policy (requires Commandant approval).
 - i. Approve a negotiated contract with an employee organization. (Requires G-WPC approval.)
 - j. Approve recruitment and relocation bonuses, retention allowances, and supervisory differentials. (Requires G-WP approval.)

Enclosure (1)

- k. Approve appointments of retired Coast Guard military members to civilian positions during the 180-day period immediately following retirement. (Requires G-C approval or M-1 approval if to the same position occupied as a military member.)
- l. Waive overpayments of salary or pay. (G-WPC may waive overpayments up to \$1,500. Waiver of larger overpayments requires OST approval.)
- m. Approve initial or continuing physicians comparability allowances. (Requires OMB approval.)
- n. Approve a new special salary rate. (Requires OPM approval.)
- o. Approve new conditions of authorization for environmental pay differentials for wage employees or hazardous duty pay differentials for General Schedule employees. (Requires OPM approval.)
- p. Waive annual maximum earnings limitations under emergency conditions. (Requires G-WPC approval.)
- q. Approve standby pay for employees other than firefighters. (Requires G-WPC approval.)
- r. Approve new categories of employees for administratively uncontrollable overtime eligibility. (Requires G-WPC approval.)
- s. Approve or recertify employees for law enforcement availability pay. (Requires S-1 approval.)
- t. Waive dual compensation restrictions for reemployed military or civilian retirees. (Requires OPM approval.)
- u. Waive the maximum limitation for a uniform allowance. (Requires S-1 approval.)
- v. Waive repayment of Voluntary Separation Incentive Payment (VSIP) for an employee reemployed within 5 years of VSIP separation. (Requires OPM approval.)
- w. Approve compressed work schedules other than the 5/4/9 schedule. (Requires G-CCS approval.)
- x. Approve details to positions or duties outside the Coast Guard. (Requires OST approval and approval of the external organization involved.)



Memorandum

Subject: DELEGATION OF AUTHORITY

Date: AUG -7 2001
12300

From: Chief, Office of Civilian Personnel

Reply to: G-WPC
Attn. of: T. Handel
7-0921

To: Chief, Human Resources Operations

Ref: (a) COMDTINST 12500.2

1. You are hereby authorized to approve requests for Recruitment and Relocation Bonuses and Retention Allowances. The following exceptions as stated in ref (a) still apply: Requests for bonuses or allowances related to any position under the program direction of G-W must be approved by G-CCS; when the request applies to a position in G-CCS or higher, ultimately, approval is required by a flag level official who is at least one level higher than the requestor; requests for bonuses or allowances for positions in the Commandant's Office must be approved by the Deputy Secretary. With this authorization, you will be required to maintain the "Recruiting Incentives Report" which provides detailed information on each incentive that is approved.
2. This authority should be exercised in accordance with the provisions of ref (a). When ref (a) is updated, this change in delegation of authority will be reflected. You may redelegate this approval authority to appropriate G-WPC-1 supervisory officials.
3. Cases which are unusually controversial or precedent setting should be discussed with G-WPC-2 prior to approval or disapproval.

A handwritten signature in black ink, appearing to read "D. Hyde", written over the printed name "DAVID HYDE".

DAVID HYDE



COMDTINST 12250.1I

COMMANDANT INSTRUCTION 12250.1I

APR 12 1994

Subj: DELEGATIONS OF AUTHORITY FOR CIVILIAN PERSONNEL MANAGEMENT

- Ref: (a) FPM Letter 981-1 dtd 1 April 1981, FPM Letter 981-2 dtd 6 January 1983, and FPM Letter 300-34 dtd 15 Sep 1988 Subj: Delegation of Personnel Authorities (NOTAL)
- (b) Master Delegation Agreement between the Office of Personnel Management (OPM) and the Department of Transportation (DOT)
- (c) DOT Order 1100.60, Subj: DOT Organization Manual (NOTAL)
- (d) Departmental Personnel Manual (DPM) 575 (NOTAL)

1. PURPOSE. This Instruction provides a system for the delegation of civilian personnel management authority to responsible Coast Guard officials.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and chiefs of offices and special staffs in Headquarters, shall take appropriate steps to ensure compliance with this Instruction.
3. DIRECTIVES AFFECTED. COMDTINST 12250.1H is canceled.
4. COVERAGE. The provisions of this Instruction do not apply to civilian employees paid from nonappropriated funds.
5. DISCUSSION. The Civil Service Reform Act of 1978 delegated to Federal agencies, including the Department of Transportation (DOT), a number of civilian personnel authorities. A specific list of these authorities is provided by reference (a), which may be available in civilian

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personnel offices. Delegation of some of the authorities was contingent upon the agreement of the Office of Personnel Management (OPM) and individual agencies. In October 1980, OPM and the Department made such an agreement (reference (b)). The delegations provided in this Instruction are consistent with this agreement.

6. DELEGATION OF AUTHORITY.

a. Pursuant to the authority delegated to the Commandant, by references (a) through (d), and subject to the reservations listed by enclosure (1), authority to administer the civilian personnel management program is delegated to the servicing civilian personnel officers through the following officials:

- (1) Commanding Officer, Coast Guard Headquarters;
- (2) Commanders of areas, districts, and maintenance and logistic commands;
- (3) Superintendent, Coast Guard Academy; and
- (4) Commanding Officers of Headquarters units.

b. This delegation includes the authority to administer oaths incident to entrance into the executive branch of the Federal Government, as required by 5 U.S.C. 2903, and any other oaths required by law in connection with employment.

c. This delegation does not include all authorities covered in references (a) through (d). Authority is accordingly reserved and, unless otherwise noted, the Commandant's prior approval is required to effect the actions identified by enclosure (1).

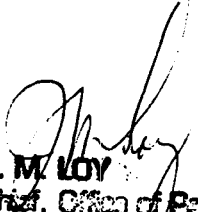
7. SPECIFIC AUTHORITY TO PROVIDE CIVILIAN PERSONNEL SERVICES. Civilian personnel services shall be provided to commands according to the relationships identified by enclosure (2). Modifications to enclosure (2) made to reflect adjustments to the organizational structure (for example, the addition of a new Headquarters unit), will be issued in writing by Commandant (G-PCV) to affected commands.

8. RECRUITMENT, SELECTION AND APPOINTMENT OF CIVILIAN PERSONNEL OFFICERS.

a. Authority to select and appoint civilian personnel officers is reserved solely to commanders of maintenance and logistics commands, the Commanding Officer of Coast Guard Headquarters, and the Commanding Officer of the Coast Guard Yard.

- b. Because of the volume and complexity of civil service law and regulations, as well as the growing body of related court cases, decisions of the Comptroller General, the Merit Systems Protection Board (MSPB), the Federal Labor Relations Authority (FLRA), and other administrative review bodies, it is essential that civilian personnel officers empowered to effect the delegations inherent in paragraph 6, be knowledgeable, competent, and fully qualified experts in the field of Federal civilian personnel administration. Accordingly, to ensure that the technical qualifications of all civilian personnel officer candidates are properly evaluated, Commandant (G-PCV) will be responsible for the recruitment process (issuing the vacancy announcement; rating and referring applicants), and may participate in the interviewing for these positions.
9. NATURE OF RELATIONSHIP BETWEEN COMMAND AND SERVICING CIVILIAN PERSONNEL OFFICE. The efficient and effective conduct of the civilian personnel management program requires a cooperative effort by all parties involved. Commanders and commanding officers must rely upon the servicing civilian personnel office to provide technical guidance on civilian personnel matters, and must cooperate with the civilian personnel officer. The Civilian Personnel Officer in turn is expected to provide competent service, responsive to the needs of the command. In all cases, it must be remembered that primary responsibility for civilian personnel management rests with the command, and the servicing civilian personnel officer provides an advisory, assisting role, both administrative and subordinate to the command function in nature.
10. EXERCISE AND REVIEW OF DELEGATED AUTHORITY.
 - a. All officials exercising delegated authority and their superiors in the chain of command, are responsible for effecting all personnel actions under these delegated authorities in conformance with applicable laws and executive orders, regulations in the Federal Personnel Manual and its supplements, and Coast Guard and Departmental guidance and directives.

- b. All actions taken under this delegation of authority are subject to review for consistency with published OPM standards and other authoritative publications issued by OPM, the Secretary, and the Commandant. When necessary, the Commandant may temporarily suspend, restrict, or otherwise modify or revoke any or all of the authorities.


J. M. LOY
Chief, Office of Personnel
and Training

Encl: (1) Reservations of Authority
(2) Civilian Personnel Offices and Serviced Commands

RESERVATIONS OF AUTHORITY

1. The delegation made in paragraph 6 of COMDTINST 12550.1I does not extend to authorities listed immediately below. Authority is accordingly reserved and, unless otherwise noted, Commandant (G-PCV) or higher approval is required to:
 - a. Fill a position in the Senior Executive Service (SES) or other positions above the GS-15 level; detail an employee at these levels, or grant pay rates, pay raises or quality step increases to these employees.
 - b. Establish positions in the excepted service under Schedule C.
 - c. Assign Schedule C excepted employees to competitive positions.
 - d. Waive time-in-grade requirements (5 CFR Part 300, Subpart F).
 - e. Fill critical-sensitive or noncritical-sensitive positions.
 - f. Employ people as experts and consultants (5 U.S.C. 3109).
 - g. Effect the re-employment of an annuitant above grade GS/GM-15 or in SES.
 - h. Create, abolish, fill, or upgrade permanent AC&I-funded positions except in accordance with guidance issued by the Commandant (COMDTINST 5312.9B (series)).
 - i. Appoint specially qualified scientific and professional personnel (5 U.S.C. 3325 as authorized by Section 6 (a)(5) of the Department of Transportation Act, 49 U.S.C. 1655(a)(5)).
 - j. Appoint attorneys to positions at GS-9 and above, when such appointments will be for more than one year, and promote attorneys to positions at GS-9 and above.
 - k. Detail employees to other Federal agencies or other branches of the Federal Government, including appointments and extensions thereto under the Intergovernmental Personnel Act (5 CFR Part 334).

Encl: (1) to COMDTINST 12250.1I

1. 1. Approve the classification of positions in the 201, 212, 221, 230, 233, and 235 series at the GS-13 level and above.
- m. Approve incentive awards in excess of \$5,000.
- n. Establish or revise salary schedules for Academy faculty, lighthouse keepers, lamplighters, lithographers, apprentices, and crews of vessels.
- o. Separate an employee for security reasons under the provisions of E.O. 10450.
- p. Approve new position descriptions for firefighter and criminal investigator positions, to ensure that retirement coverage is annotated correctly. In addition, approve continued employment of a firefighter or criminal investigator beyond mandatory retirement age.
- q. Effect a Lighthouse Service retirement.
- r. Approve a negotiated contract with an employee organization.
- s. Approve recruitment and relocation bonuses, and retention allowances.
- t. Approve appointments of retired military members to civilian positions during the 180-day period immediately following retirement.
- u. Issue invitational travel orders, except for pre-employment interview travel. (Refer to COMDTINST 12570.3 (series)).
- v. Approve compressed work schedules other than the 5/4/9 work schedule.

CIVILIAN PERSONNEL OFFICER AUTHORIZED TO PERFORM SERVICE	SERVICED COMMANDS	COMMENTS
Chief, Headquarters Civilian Personnel Operations Branch	Headquarters, Washington DC ONSCEN, Alexandria, VA TRISCOM, Alexandria, VA ICC, Washington DC NPFC, Arlington, VA Marine Safety Center, Washington DC	
Civilian Personnel Officers for Maintenance & Logistics: Command, Atlantic (MCLANT) Deputy Chief of Personnel, MCLANT (pd)		NOTE: For administrative purposes, MCLANT civilian personnel management functions have been divided between two servicing points: New York and Portsmouth, VA.
NEW YORK Civilian Personnel Officer, MCLANT (pc) North	First CG District Ninth CG District Atlantic Area, New York, NY CG Academy, New London, CT CG Research & Development Center, Groton, CT CG Marine Safety Laboratory, Groton, CT CG Electronics Engineering Center CG Training Center, Cape May, NJ	
PORTSMOUTH Civilian Personnel Officer, MCLANT (pc) South	MCLANT - NORTH Following MCA Units: Support Center, New York, NY Support Center, Boston, MA Naval Engineering Support Unit, New York, NY Naval Engineering Support Unit, Boston, MA Naval Engineering Support Unit, Cleveland, OH Civil Engineering Unit, New York, NY Civil Engineering Unit, Cleveland, OH Civil Engineering Unit, Providence, RI	
	MCLANT - SOUTH (Portsmouth serviced) Second CG District Fifth CG District Seventh CG District Eighth CG District CG Reserve Training Center, Yorktown, VA COMDAC Support Facility, Portsmouth, VA Eastern Regional Recruiting Center, Norfolk, VA Training Quota Management Center, Chesapeake, VA Central Regional Recruiting Center, Hazelwood, MO Finance Center, Chesapeake, VA NAFA Field Support Office, Portsmouth, VA	

CIVILIAN PERSONNEL OFFICER AUTHORIZED TO PERFORM SERVICE	SERVICE COMMANDS	COMMENTS
PORTSMOUTH Civilian Personnel Officer MLCANT (pc) South -- CONTINUED --	:USCG Operations Systems Center, Martinsburg, WV :National Strike Force CG, Elizabeth City, NC :CG Aviation Training Center, Mobile, AL :CG Aircraft Repair & Supply Center :Elizabeth City, NC :CG Aviation Technical Training Center :Elizabeth City, NC :USCG Communications Station, Miami, FL :USCG Communications Station Chesapeake CAMSLANT, :Chesapeake, VA :FOLLOWING MLCA UNITS: :Civilian Personnel Operations Branch (pcv), :Portsmouth, VA :Naval Engineering Support Unit, Portsmouth, VA :Naval Engineering Support Unit, Miami, FL :Naval Engineering Support Unit, New Orleans, LA :Naval Engineering Support Unit, St. Louis, MO :Civil Engineering Unit, Miami, FL :Support Center, Elizabeth City, NC :Support Center, Portsmouth, VA :Support Center, New Orleans, LA :Facility Design & Construction Center, Norfolk, VA :Eleventh CG District :Thirteenth CG District :Fourteenth CG District :Seventeenth CG District :Pacific Area, Alameda, CA :CG Training Center, Petaluma, CA :Western Regional Recruiting Center, Seattle, WA :CG Pay & Personnel Center, Topeka, KS :CG Institute, Oklahoma City, OK :Civil Engineering Unit, Oakland, CA :Civil Engineering Unit, Juneau, AK :Civil Engineering Unit, Honolulu, HI :Naval Engineering Support Unit, Alameda, CA :Naval Engineering Support Unit, Seattle, WA :Naval Engineering Support Unit, Honolulu, HI :CG Yard :Supply Center Curtis Bay :USCG Supply Center Baltimore, Baltimore, MD	
Civilian Personnel Officer, Maintenance & Logistics Command Pacific (MLCPAC)		
Civilian Personnel Office, CG Yard		

